OSS SVRS/ERS Staff Augmentation FY12
Analyst - Business
August 9, 2011
Minnesota Office of the Secretary of State

Questions and Answers

Q: **Do you currently have an incumbent in these positions?**

Is there an incumbent vendor? Basically is this an extension for existing consultants or truly a new need for the OSS?

Have you previously worked with another vendor to fill these positions?

Is there currently a contractor providing these services today for this position?

If yes, are they or their firms eligible to bid on this SOW?

Is this a re-posting of a need that has been filled in the past but due to regulatory compliance needs to be revaluated with a competitive bid?

Is this new work or is there an incumbent vendor currently performing this task?

A. There are no current incumbents in place in these positions. OSS has worked with a vendor for these positions previously. The previous work order expired on June 30, 2011 and was not renewed during the state government shutdown. Previous contractors are eligible to bid on these SOWs.

Q. **Do you require a face to face interview for these positions or will you consider phone interviews for out of state candidates?**

A. OSS will not require a face to face interview.

Q: **Is Microsoft Team System experience required or can other experience with Software Process Management processes be substituted?**

A. Microsoft Team System experience is required.

Q. **Under Responsibilities Expected of the Selected Vendor, what is meant by items 1 & 2 related to development and maintenance of software? Is the Business Analyst also expected to provide software development services?**

A. The Business Analyst is not expected to provide software development services. The Business Analyst is expected to provide design documentation for development of new functionality and support and maintenance of existing functionality.

Q. **Who will the consultant report to?**

A. The consultant will report to OSS staff as determined by OSS management.

Q. **Is there a current IT Project Manager leading this project?**

A. OSS projects are managed by OSS staff as determined by OSS management.

Q. **What is the mix of OSS staff and consultants currently on this project?**

A. The mix of OSS staff and consultants fluctuates and is determined by OSS management based on project needs and available budget.

Q. **Under the "Project Deliverables" section, it states that "This Statement of Work will result in specific consulting resources being added to the OSS staff on an as-needed basis." Please clarify "as-needed basis", does this mean that OSS may have one week where the consultant works 40 hours and another week where the consultant works only 20 hours or does not work at all?**

Would you consider a FTE for this project that would work 40 hours every week?

A. It is anticipated that the business analyst's schedule would be determined for the term length of the work order subject to changes in writing by the OSS Project Manager.